




NOTICE

NOTICE NO. 094-20

July 22, 2020

TO: All Division of Station Environment and Operations Employees 

FROM: David Santoro, Chief Stations Officer, Station Environment and Operations

SUBJECT: **DEPARTMENT OF SUBWAYS BULLETIN NO. 20-47: COVID 19 RESPONSE RETURN TO WORK TRAINING**

IMPORTANT ANNOUNCEMENT



All the Station Environment and Operations' employees must complete the Mandatory New York Forward Return to Work Training by **July 31, 2020**.

Training available to all Subways employees by one of two methods:

- Enrolling through the My MTA Portal; the course code is GOER-COVID19RTW-EE
- Review of the Return to Work Training document attached to this bulletin
- My MTA Portal can be accessed through this hyperlink: <https://www.mymta.info/>



- ✚ **Managers, Superintendents, Professional/Technical, and Clerical employees** from all Subways, divisions must complete the training through My MTA Portal.
- ✚ **Supervisors and hourly employees** can complete the requirement through a supervisory review of the attached Return to Work Training document with all hourly employees during safety/toolbox talks.

All employees must familiarize themselves with the attached COVID-19 Response - Return to Work Training.

Attachment:

NEW YORK STATE COVID-19 RESPONSE -- RETURN TO WORK TRAINING

What is COVID-19

Coronavirus: A group of related viruses that typically cause respiratory disease in humans

COVID-19: Official name of the illness occurring in the 2019 novel coronavirus outbreak

EXPOSURE TO COVID-19

- COVID-19 spreads mainly from person to person contact (within 6 feet)
- Primarily spreads through respiratory droplets when an infected person coughs or sneezes
- Spread can also occur by touching an exposed surface or object and then touching your mouth, eyes, or nose with unwashed hands
- Some studies of other human coronaviruses suggest the virus may remain on surfaces from several hours to several days

SYMPTOMS

Symptoms can appear in 2 to 14 days after exposure

- Mild to severe respiratory symptoms are fever, cough, and trouble breathing
- Other symptoms include chills, muscle aches, headache, sore throat, abdominal pain, vomiting, diarrhea, runny nose, fatigue, wheezing, new loss of taste or smell

Daily Staff Screening Program

As part of the reopening process, state agencies and authorities are required to implement a mandatory daily health screening program. MTA is implementing this by requiring that all staff perform home health screening **prior to** coming to work and has developed instructional materials including a video *How to Self-Screen at Home*, please visit:

<https://youtu.be/Cgyg3u9W13M>

- Staff are required to check their temperature at home, and may also have their temperature taken a second time, with a no-touch thermometer upon entry at certain MTA locations and facilities
- Staff who answer “NO” to all screening questions AND have a temperature lower than 100.0 degrees Fahrenheit may proceed to their work location
- MTA employees will confirm that they have performed health screening at start of shift by using time clock validation or other approved method.
- Staff who answer “YES” to any of the screening questions OR have a temperature equal to or greater than 100.0 degrees Fahrenheit should STAY HOME and notify their supervisor, follow existing agency absence reporting procedures, and call the MTA COVID-19 Hotline at (646) 252-2010

If you develop symptoms at work follow the instructions detailed in Subways Bulletin 20-19, *Employees with Flu-Like Symptoms Must Stay Home*.

How to Get Tested for COVID-19

Testing is currently being offered to:

- Individuals who are symptomatic or have a history of symptoms of COVID-19, particularly if the individual is 70 years of age or older, the individual has a compromised immune system, or if the individual has an underlying health condition;
- Individuals who have had close (i.e., within six feet) or proximate contact with a person known to be positive with COVID-19;
- Individuals who are subject to a precautionary or mandatory quarantine
- Any health care workers, first responders, or other essential workers who directly interact with the public while working, whether symptomatic or asymptomatic and individuals returning to the workplace; or
- Individuals with cases where the facts and circumstances – as determined by the treating clinician in consultation with state or local department of health officials – warrant testing.
- Employees should arrange for COVID-19 testing if they have a temperature ≥ 100.0 degrees Fahrenheit, have symptoms consistent with COVID-19, or had any known close contact with a person confirmed or suspected to have COVID-19 in the past 14 days.
- Additional information on COVID-19 testing is available at <https://coronavirus.health.ny.gov/covid-19-testing>
- To find a testing site near you and schedule an appointment, visit: <https://coronavirus.health.ny.gov/find-test-site-near-you>
- MTA has partnered with Northwell Health-GoHealth to offer free testing, visit: <https://www.gohealthuc.com/nyc>

A copy of this Notice can be obtained from the Station Environment and Operations' Operations Support and Assignment Center (OSAC) located at 130 Livingston Street, 5th Floor, cubicles 5029-5032 or via MTA Today-NYCT.

POST ON ALL BULLETIN BOARDS

**NEW YORK CITY TRANSIT
DEPARTMENT OF SUBWAYS
OFFICE OF THE SENIOR VICE PRESIDENT**

DATE: July 14, 2020

TO: All Subways Employees

FROM: Jacqueline Kuhls, Vice President &  Chief Officer, Operations Support

**SUBJECT: SUBWAYS BULLETIN 20-47
COVID-19 RESPONSE RETURN TO WORK TRAINING**

All Subways employees must be advised that the mandatory New York Forward Return to Work Training is now available to all Subways employees by one of two methods, (1) enrolling through the [My MTA Portal](#); the course code is GOER-COVID19RTW-EE, or (2) review of the Return to Work Training document attached to this bulletin.

- **Managers, Superintendents, Professional/Technical, and Clerical employees** from all Subways divisions must complete the training through [My MTA Portal](#).
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This bulletin must be posted immediately and training must be completed by **July 31, 2020**.

Attachment

cc: S. Librera
F. Jezycki
M. Brown
D. Crichlow
D. Santoro
B. Greenblatt
J. Joyce
P. Kohner
J. Santamaria
C. Hamann
L. Montanti
A. Saha
K. Moore-Ward
T. Utano (TWU)
M. Bucceri (UTLO)
M. Carrube (SSSA)
V. Modafferi (TSO)
T. Wilson (SMART)
V. Mandile (TCU)
M. Cummings (ATDA)

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Working Safely

SOCIAL DISTANCING

- Whenever possible, remain six feet away from others.
- Limit the number of people in elevators as indicated and every person should have on a face covering
- Leave space between chairs and/or sit in alternating chairs

FACE COVERINGS

- The MTA must procure, fashion, or otherwise obtain face coverings and provide such coverings to all employees at no cost to the employee.
- Employees who interact with the public must be provided one face covering per day, unless it is soiled or damaged, in which case they can request a new one from the state agency or authority
- Employees who do not interact with the public while working must be provided one face covering per week, unless it is soiled or damaged, in which case the employee can request a new one from the state agency or authority
- Face coverings must be worn any time an employee comes within 6 feet of another person. Employees must be prepared to don a face covering if another person unexpectedly comes within 6 feet.
- Acceptable face coverings include, but are not limited to, cloth-based face coverings and disposable masks that cover both the mouth and nose.
- Cloth, disposable, or other homemade face coverings are not acceptable for workplace activities that typically require more protection due to the nature of the work – for those activities, N95 respirators or other PPE used under existing industry standards (e.g. OSHA) should continue to be used
- When you can maintain 6 feet in your work station, a face covering can be removed.

PROPER HYGIENE

- Wash hands, with soap and warm water for at least 20 seconds, frequently.
- Use NYS Clean or hand sanitizer with at least 60% alcohol when soap and water is not available.

Managing Stress and Anxiety

During the COVID-19 public health emergency, you can take the following steps to manage your stress and anxiety levels:

- Manage your information flow by choosing reliable sources and establish boundaries on checking for updates
- If you have children, help your school-aged child and adolescent set boundaries on their information flow in the same way you are setting your own boundaries and assure your child that it is okay to feel scared or anxious
- Practice good self-care by exercising, eating healthy foods, practicing mindfulness, sleeping enough at night and going outside when permissible
- Seek peer support to stay connected so you have people who understand your experiences and can help you problem solve
- Facilitate ways for you, your family members and friends to maintain social connections. This might include technological assistance or coordinating times with others to physically check in on vulnerable individuals

NYCT EMPLOYEE ASSISTANCE PROGRAM: 347-643-7376

RESOURCES AVAILABLE

- NYS Office of Mental Health (OMH) Emotional Support Helpline: **1-844-863-9314**
- OMH Fact Sheet “Feeling Stressed About Coronavirus?”:
[omh.ny.gov/omhweb/guidance/covid-19-managing-stress-anxiety.pdf](https://www.omh.ny.gov/omhweb/guidance/covid-19-managing-stress-anxiety.pdf)
- OMH COVID-19 Resource page: [omh.ny.gov/omhweb/covid-19-resources.html](https://www.omh.ny.gov/omhweb/covid-19-resources.html)
- Free meditation and mindfulness content: [headspace.com/ny](https://www.headspace.com/ny)

SEEK HELP

If you are having thoughts of self-injury or suicide, seek immediate help at:

- 1-800-273-TALK (8255) or
- Text Got5 to 741741

QUESTIONS

- Visit the **NYS Department of Health (DOH) COVID-19 website/hotline:**
<https://coronavirus.health.ny.gov/home> / 1-888-364-3065
- Visit the **MTA COVID-19 Info/hotline:**
<https://new.mta.info/covid-19/employees> / 1-646-252-1010